

2009

Adra Match Accounts

User manual AMA 10.5 SP2

This manual contains a user guide with descriptions of features.



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Guide Adra Match Accounts

Preparations

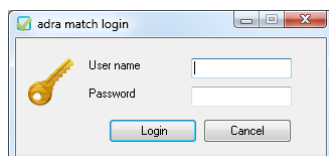
- Export an account statement as a text file from your Financial Ledger (referred to herein as “ERP”) containing the accounts you wish to reconcile. Usually this is done via a Report or Export – function in your ERP system.
 - o Create a folder on a network drive where you can save the files.
e.g. G:\AccountMatch\ (name_of_ERP)
 - o Create a backup folder where AccountMatch will move the imported files.
e.g. G:\AccountMatch\ (name_of_ERP)\Backup
 - o The file must be a text file. Excel files can be used if it is saved as a TAB-delimited text file.
- Obtain your bank statement as a text file from your bank.
 - o Contact your bank for further instructions on how to do this, many of them provide this service via their web-site or through online banking software.
 - o Create a folder on a network drive where you can save the files.
e.g. G:\AMAccounts\ (name_of_bank)
 - o Create a backup folder where AccountMatch will move the imported files.
e.g. G:\AMAccounts\ (name_of_bank)\Backup

Daily routines

- Download the text file (account statement) from your ERP
- Download the text file (account statement) from your bank
- Log in to adra match accounts
- Import the file from your ERP and bank into Adra Match Accounts
- Ensure that the post-import balance is the same as the balance on your bank- and ledger account(s)
- Run the automatic reconciliation routine(s)
- Reconcile exceptions manually where not auto-matched or investigate and resolve
- Produce and Print reports

Logg-in

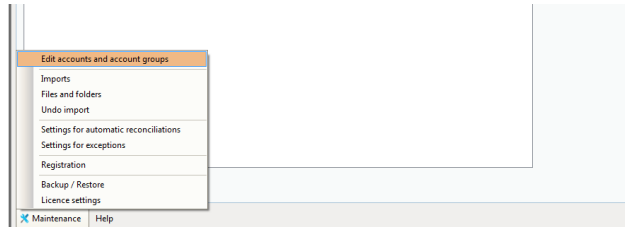
Log in with the username and password you have been assigned.



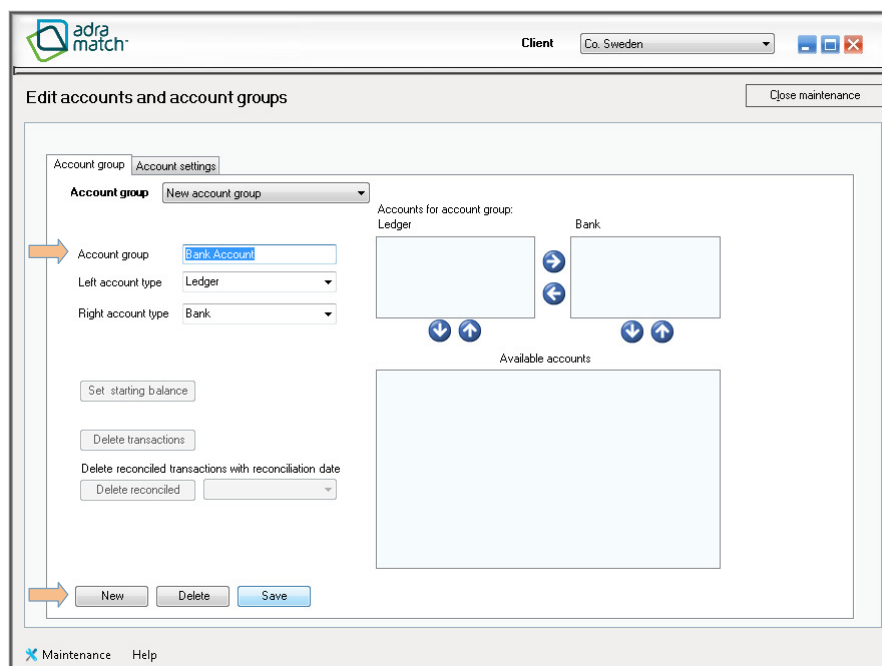
Edit accounts and account groups

Add, modify and delete accounts and account groups. Set the starting balance of account groups, delete all transactions or delete all reconciled transactions up to a specified date.

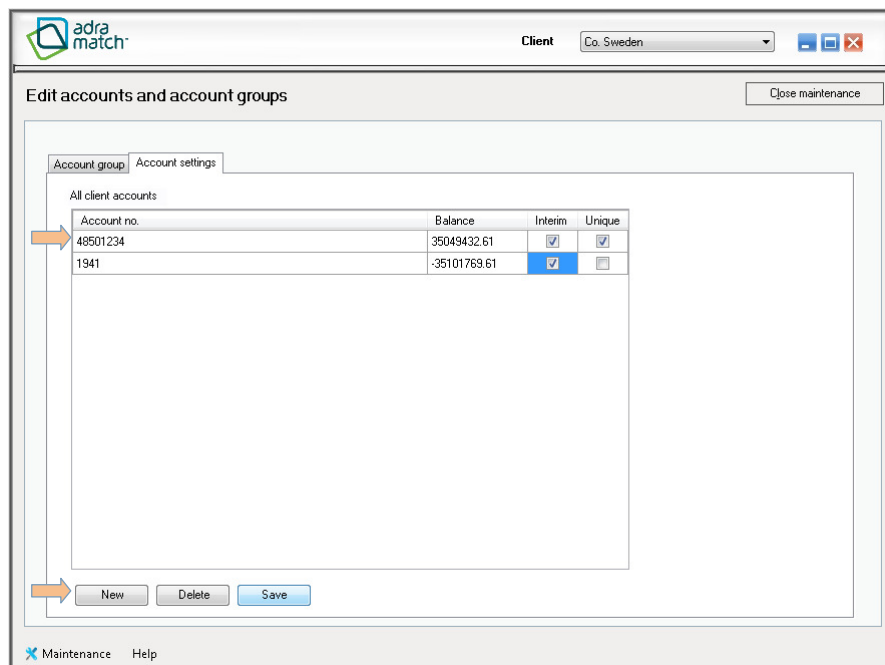
Select **Maintenance** -> **Edit accounts and account groups**.



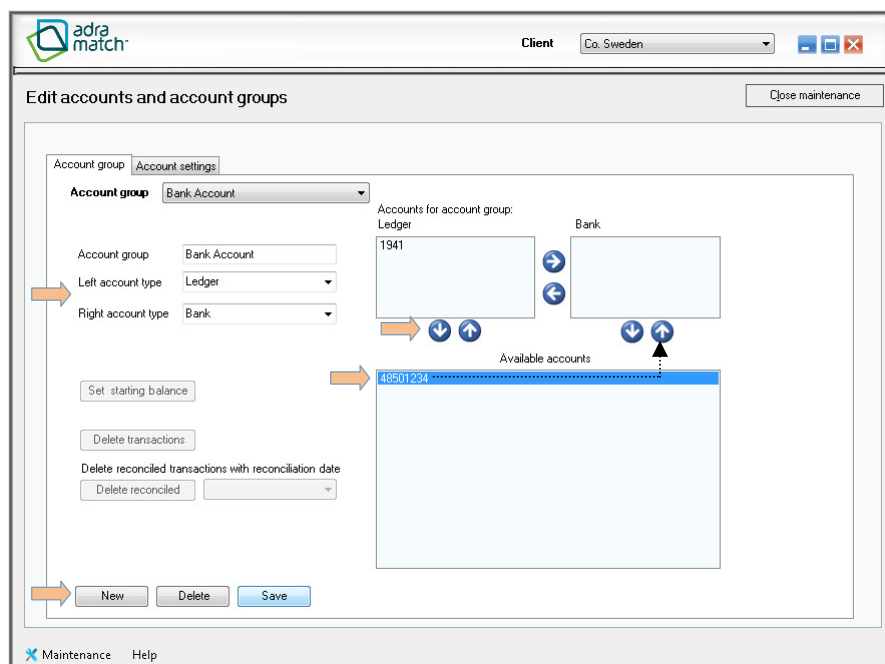
Click **New** and select a name for the account group. Click **Save**.



Select *Account settings*, click **New** and enter the account number. Set it to *Interim* to enable reconciliation between debit to credit within the account. Set it to *Unique* if the account number is unique for the entire engagement. This enables the possibility to import at engagement level (Import to all clients). Click **Save** to save the added/edited account. Do this once for the accounts you want to reconcile.



Click *Account groups*. Make sure that the right account group is selected. Select one or more of the *Available accounts*. Then click the up arrow to add account to Ledger (Left) or Bank (Right). It is also possible to change account type (Ledger or Bank). When you have finished, click **Save**.



Set starting balance

Click **Set starting balance** under *Account groups*. Set the balance of the month/period you want to start your reconciliation, and remember to reverse the +/- signs of the bank transactions. Then manually enter the open transactions from ledger and bank. Remember to reverse the +/- signs of the bank transactions. Do not forget to select the correct account number. When *Difference* is zero, click **Insert** to save the starting balance and the open transactions.

Registration of start sums for account group: Bank Account

Register balances and open posts for each account and click "Insert" when the difference is 0.
NB! Bank transactions and expense accounts are registered negatively

Account no.	Balance
48501234	-136,245.48
1941	123,245.96

Date	Reference	Amount	Account no.	Text	Free text
30/10/2007	BF6003198	110,040.48	1941	InbetBG	
30/10/2007	51595742	-123,040.00	48501234	Bankgro inb	
*					

Total registered: -12,998.52

Corrected balance:

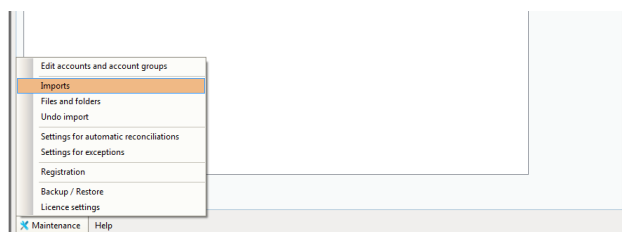
Ledger	13,205.48
Bank	-13,205.48
Difference	0.00

Insert Cancel

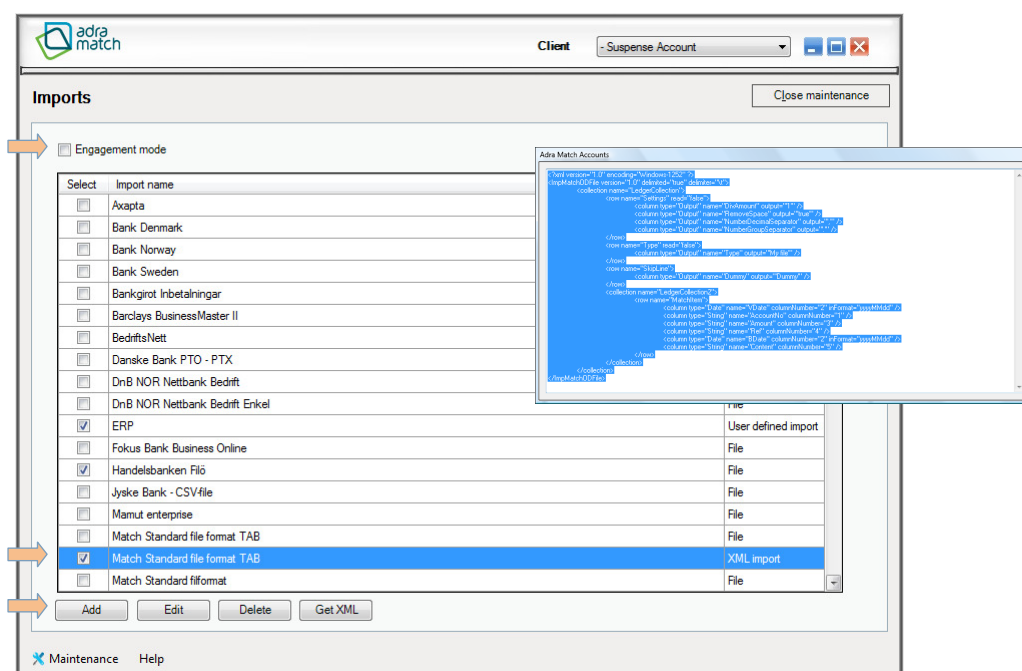
Imports

Select Import from the Maintenance menu to select predefined import, add a XML –import or create a user defined import. If you have received a standard import for your company, it will be available here.

Select **Maintenance -> Imports**.



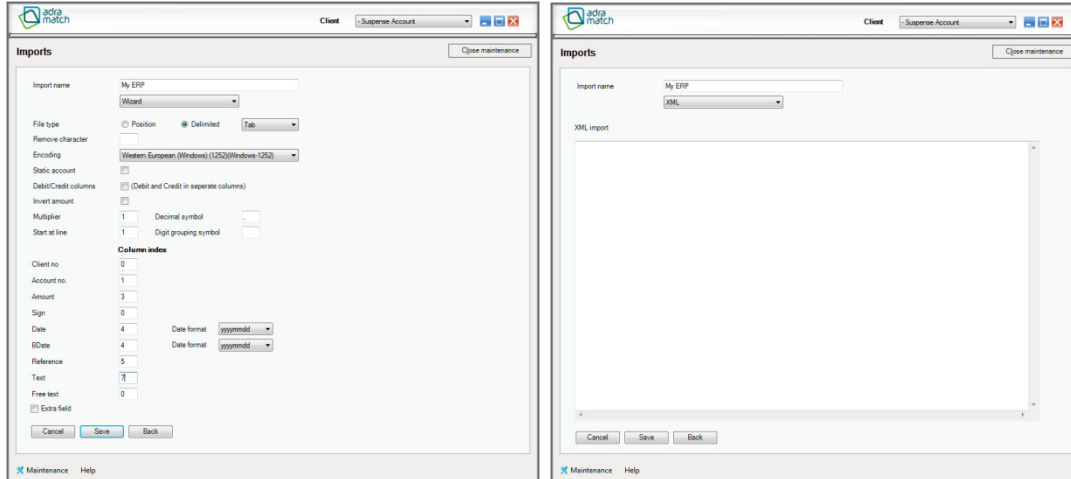
Click Add to add new import, or select one of the existing imports to Edit or Delete. It is only possible to edit or delete imports with the type “XML import” or “User defined import”. Imports with the type “File” cannot be changed or deleted. Administrators can check Engagement mode, to select imports used to import to all clients. Click Get XML to view the code of an existing “XML import” or “User defined import”.



Add import

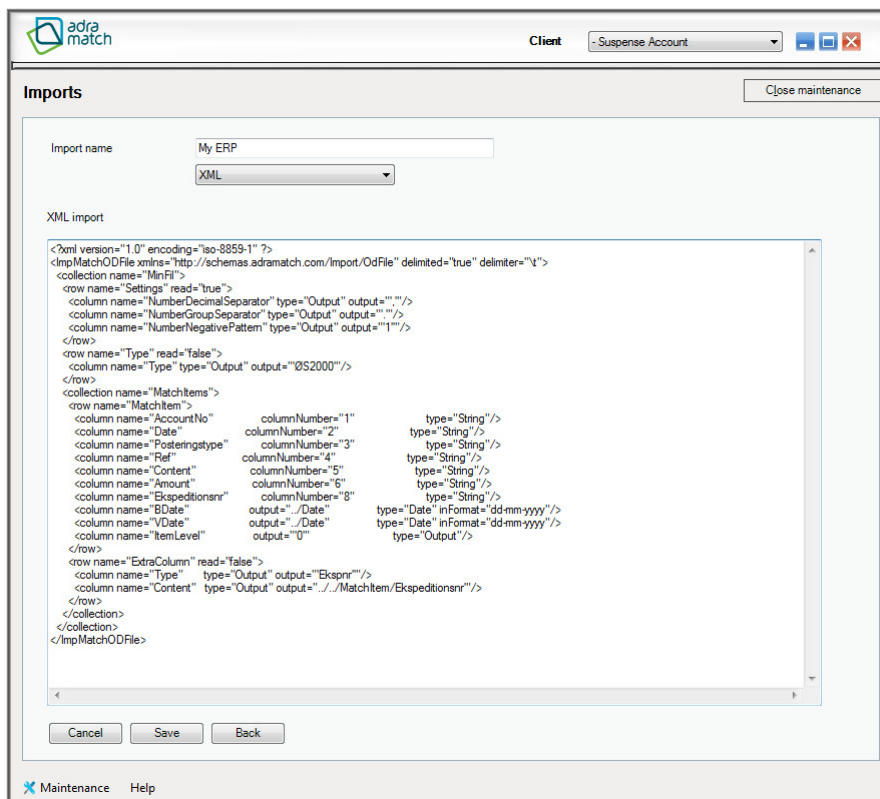
Click **Add** to add XML code, or create your own user defined import.

Select a name for the new import. Then select **Wizard** to create a user defined import, or **XML** to add XML code.

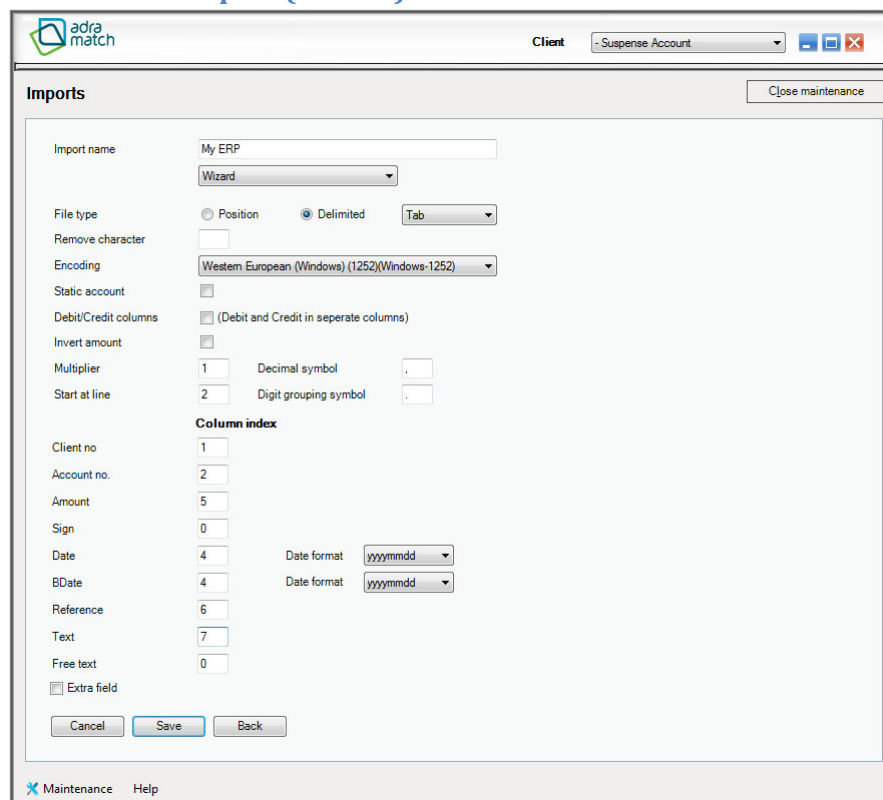


XML import

Select **XML**. Type or paste the XML code in to the window. Click **Save**.



User defined import (Wizard)



Settings

File type – Select **Position** if the field columns in the text file have “Fixed width”. Select **Delimited** if the field columns in the text file are delimited e.g. tab or comma.

Remove character – This is used to remove ‘Wrappers’. For instance if you have a CSV – file that has a quotation mark (”) on both sides of a text column. E.g. ‘,2008-08-15,400.00,”Bank Acc.”,’.

Encoding – Set the encoding to the encoding of your text file. If you do not know the encoding of your text file, use the standard “Western European (Windows)(1252)(Windows-1252)”.

Static account – Use this static field if your text file does not contain any account number or account name. Record the appropriate account number.

Debit/Credit columns – Select if debit and credit transaction amounts are divided in to two separate columns in the data file.

Invert amount – Inverts the amount. Plus(+) to minus(-) and minus to plus.

Multiplier – Multiplies the amount in the text file, with the value in multiplier. E.g. “1000” multiplied with “0.01” equals “10.00”.

Start at line – Use this if the transaction data in the text file doesn’t start at the first line. E.g. if you have a header in the text file, set the value to “2”.

Decimal symbol – If the amount look like this “100,000.00”, the value will be “.”.

Digit grouping symbol – If the amount look like this “100,000.00”, the value will be “,”.

Columns

Column index (Delimited file) – Insert the number of the corresponding columns in the text file

From-Length (Position) – Insert the start position and length of the corresponding columns in the text file

Mandatory fields

Account no. – The account number in the data file

Amount (Debit/Credit) – The transaction amount in the data file. If you selected the setting Debit/Credit columns, amount will be separated in to one Debit column and one Credit column

Date (Transaction Date) – The transaction date (Value date) in the data file. Do not forget to change the date format to that used in your data file

Reference – The reference in your data file

Optional fields

Client no. – The unique number or name in the text file used to import to more than one client at the time

Sign – Only used if (+/-) or (d/k) symbols are in a separate column in the data file

BDate (Booking Date) – The booking date in the data file. Do not forget to change the date format to that used in your data file

Text – The transaction text in the data file

Free text – Free text in the data file

Extra field

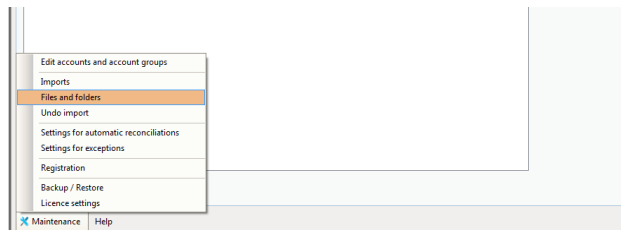
Select extra field if you want to display any additional information in a separate column. Select **Extra field** and type the name of the new field. Enter the column number or from position and length.



Files and folders

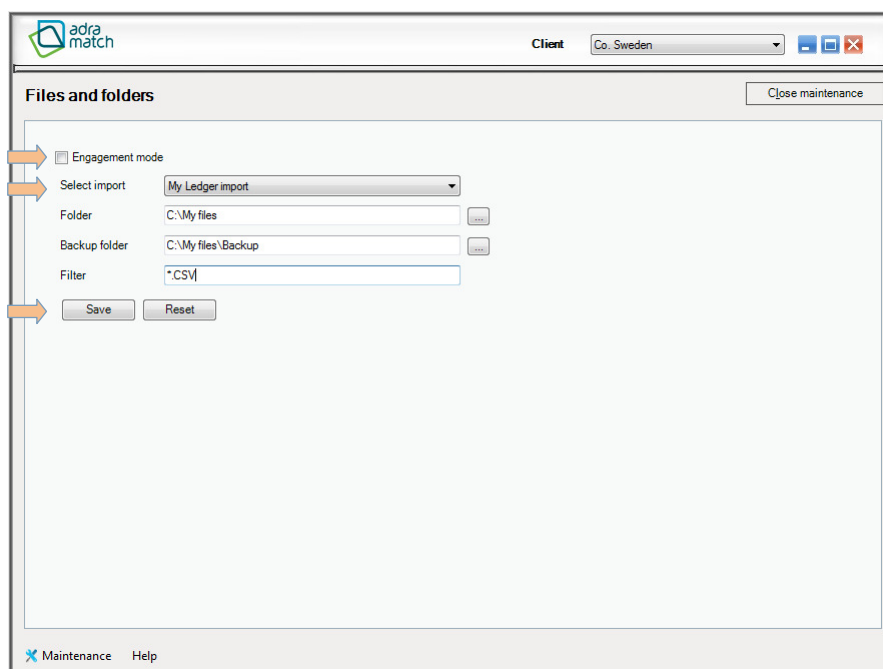
This is where you define the path to the import folder (the folder to which you save your text files), and the backup folder. This is set once per selected import and client. Paths for file import in engagement mode can also be set up.

Select **Maintenance -> Files and folders**



Select the import you want to set a folder path for, and then set the path to the folder where the files are located. You can also setup a path to a *Backup folder* and select a *Filter* e.g. to show only CSV files (*.CSV). Click **Save**.

To select a path for an import in engagement mode (imports data to all clients). Select *Engagement mode*.

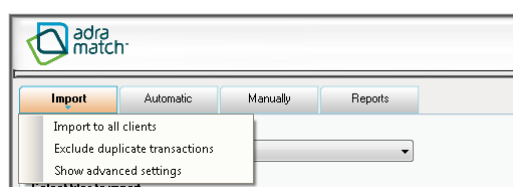


Import

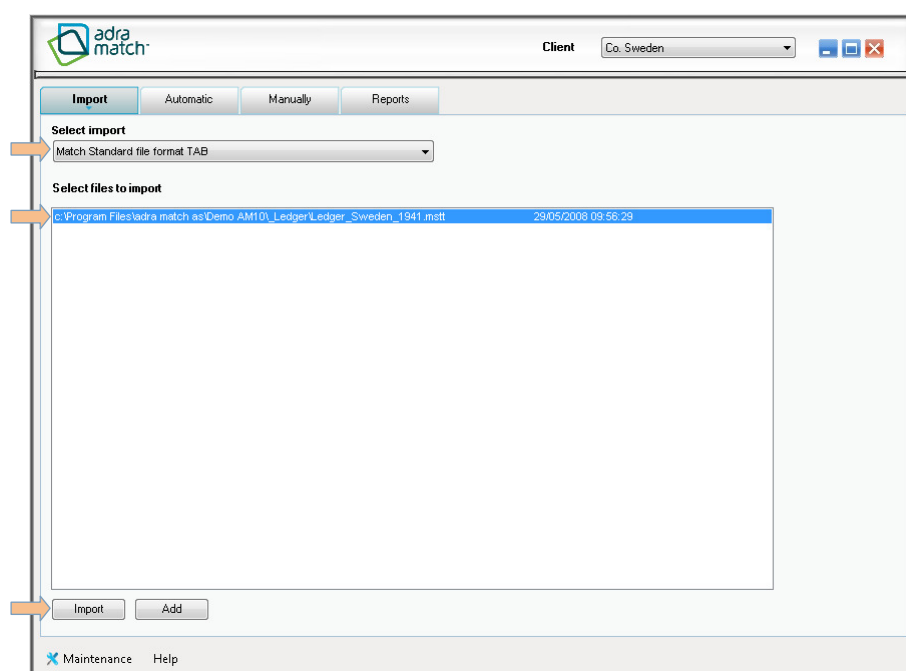
This is where you import the files from your Bank, ERP, or other Source/System.

Click on *Import*. Click it again, and you are presented with three options (see below). What you select here is saved for the current user and PC.

- **Import to all clients** – It is possible to import to two or more clients simultaneously, if the accounts you are importing to are set to unique under *Maintenance – Accounts and account groups*, or if they aren't unique, have a client number set under *Maintenance – License settings*, that also needs to be in the file you are importing
- **Exclude duplicate transactions** – Excludes already imported transactions from your data file. If you add transactions to an already imported booking period, you can export a new data file from your ERP on the same booking period and import it to Adra Match Accounts, and only import the new transactions in the data file to Adra Match Accounts.
- **Show advanced settings** – Gives you the option to limit the import based on date

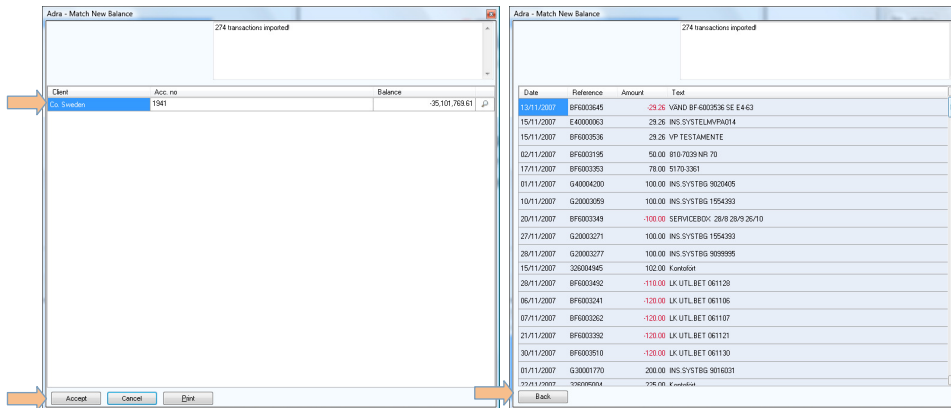


Select import. If you successfully set up the correct paths under *Files and folders* you can select the file(s) you want to import and click **Import**, as the files will appear in this window automatically. You select to import one or multiple files of the same type, at the same time. Select one data file by selecting one row with the mouse. Select multiple data files by click and drag the mouse over the data files. Add files manually by clicking **Add**.

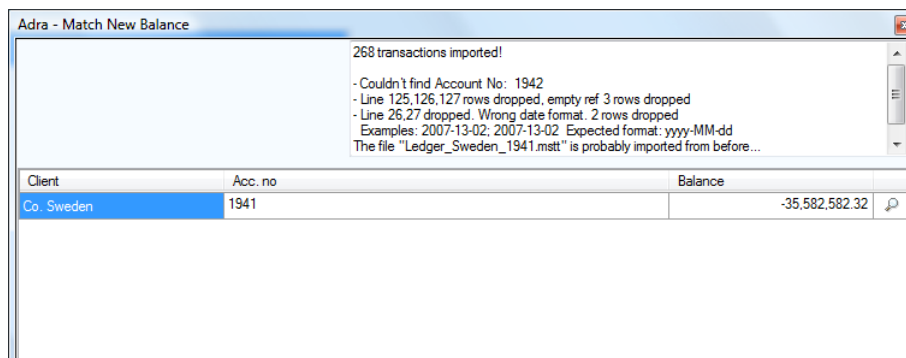


Balance post - import

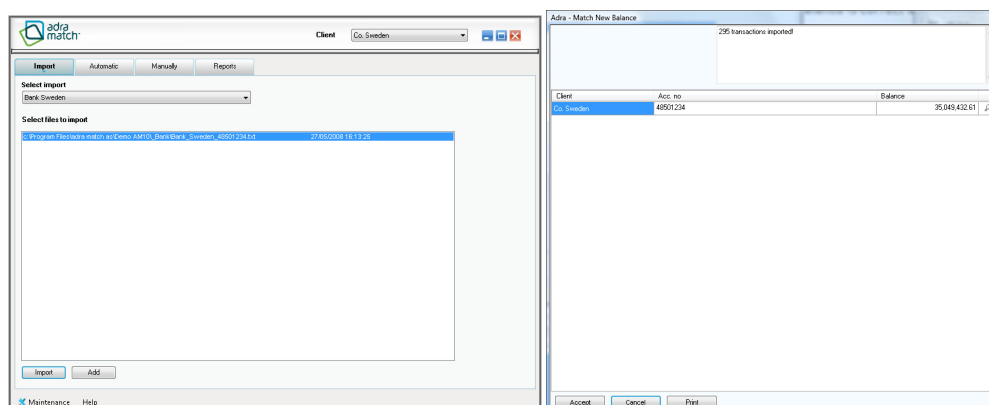
When the files are imported, you will be prompted with the number of transactions imported and the balance post-import. By clicking the magnifier glass next to the balance, you can see the transactions that have been imported. Click **Back** to return to the balance window. Make sure that the balance is correct, and then click **Accept**. If it is incorrect, click **Cancel** and redo the import. You can also click **Print**, to print the balance for all the imported accounts.



The information window also shows if something went wrong during the import.



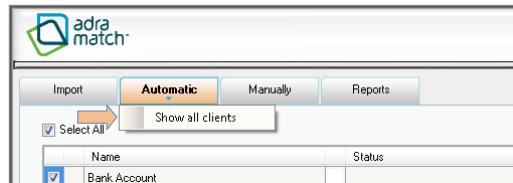
Do this once per ERP, Bank or Source you want to import files from.



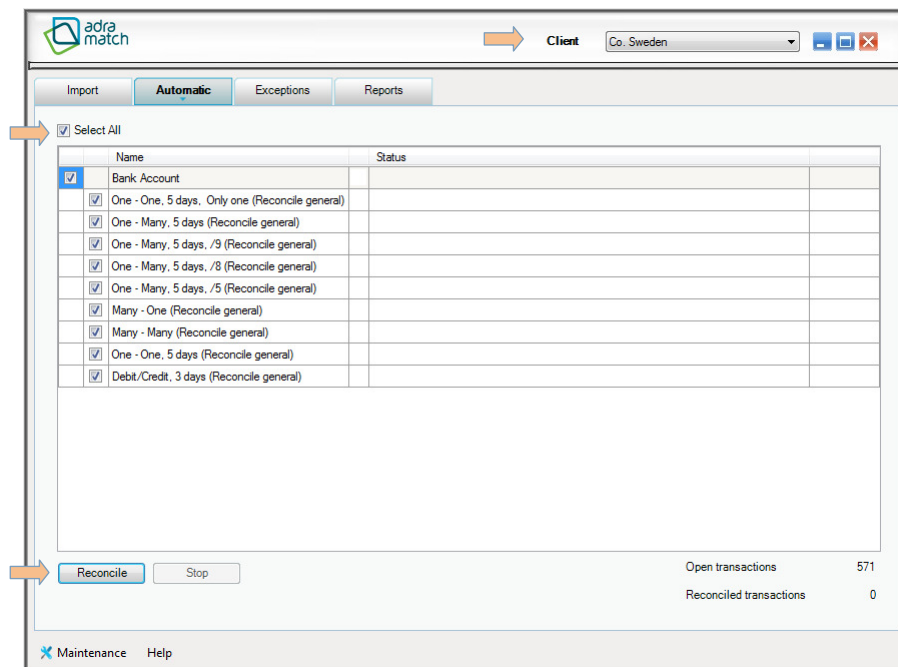
Automatic (reconciliation)

This is where you run your settings/rules for automatic reconciliation that you have set up. You need to set up settings/rules for automatic reconciliation for this to work. See *"Settings for automatic reconciliation"* for more information.

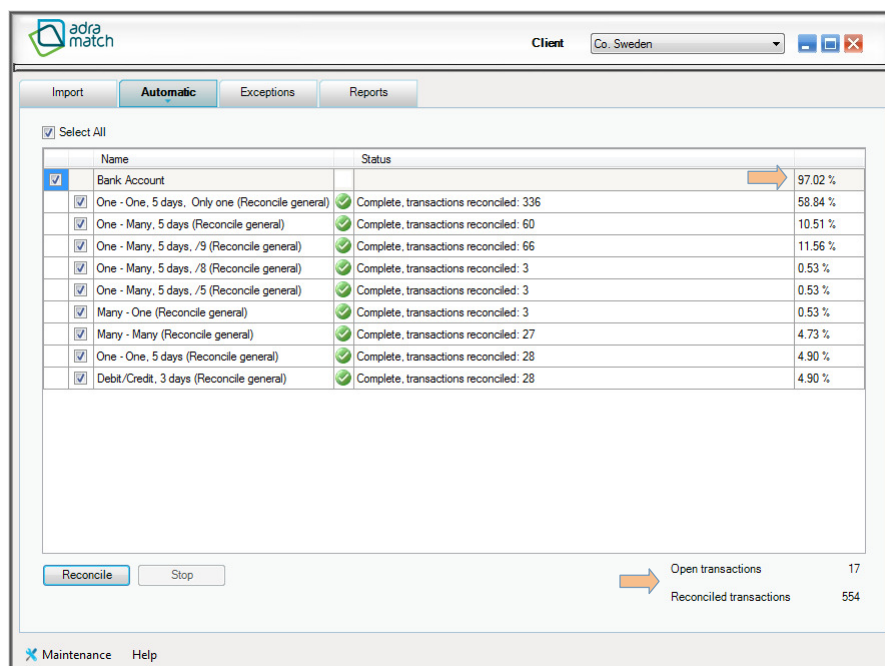
Select **Automatic**. Click on **Automatic** once more and select "Show all clients". Now it is possible to run automatic reconciliation, for all clients and account groups simultaneously.



Make sure that the clients you want to reconcile are selected. You can also choose not to run a particular setting/rule by removing the check in the checkbox. Click **Reconcile**. You can stop the reconciliation by clicking **Stop**.



When the reconciliation is complete, the number of open and reconciled transactions is shown in the lower-right corner of the screen. You can also see what volume and % of items each setting/rule has reconciled, and the total % for the account group.



The screenshot shows the 'Automatic' tab in the Adra Match Accounts software. The 'Client' dropdown is set to 'Co. Sweden'. The 'Select All' checkbox is checked. The table below lists reconciliation rules and their status.

	Name	Status	
<input checked="" type="checkbox"/>	Bank Account		97.02 %
<input checked="" type="checkbox"/>	One - One, 5 days, Only one (Reconcile general)	Complete, transactions reconciled: 336	58.84 %
<input checked="" type="checkbox"/>	One - Many, 5 days (Reconcile general)	Complete, transactions reconciled: 60	10.51 %
<input checked="" type="checkbox"/>	One - Many, 5 days, /9 (Reconcile general)	Complete, transactions reconciled: 66	11.56 %
<input checked="" type="checkbox"/>	One - Many, 5 days, /8 (Reconcile general)	Complete, transactions reconciled: 3	0.53 %
<input checked="" type="checkbox"/>	One - Many, 5 days, /5 (Reconcile general)	Complete, transactions reconciled: 3	0.53 %
<input checked="" type="checkbox"/>	Many - One (Reconcile general)	Complete, transactions reconciled: 3	0.53 %
<input checked="" type="checkbox"/>	Many - Many (Reconcile general)	Complete, transactions reconciled: 27	4.73 %
<input checked="" type="checkbox"/>	One - One, 5 days (Reconcile general)	Complete, transactions reconciled: 28	4.90 %
<input checked="" type="checkbox"/>	Debit/Credit, 3 days (Reconcile general)	Complete, transactions reconciled: 28	4.90 %

At the bottom right, the summary shows:

- Open transactions: 17
- Reconciled transactions: 554

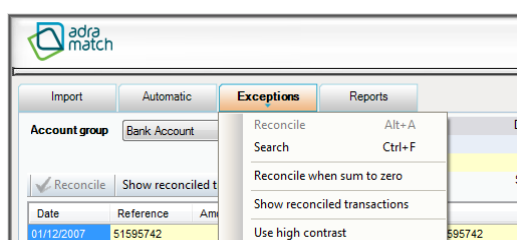
Buttons for 'Reconcile' and 'Stop' are located at the bottom left of the table area. The bottom of the window has 'Maintenance' and 'Help' links.

Exceptions

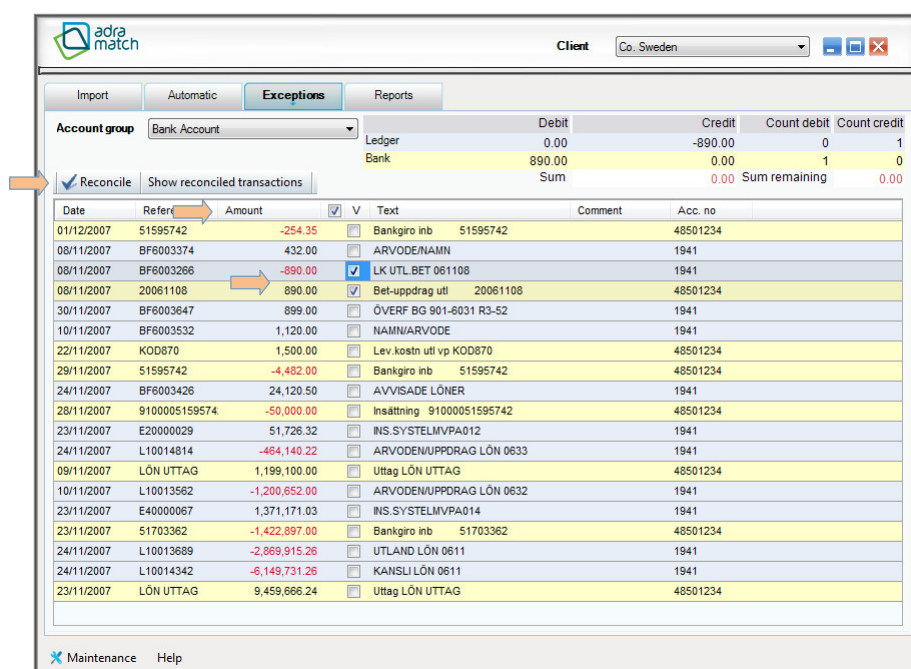
This is where you reconcile your outstanding transactions interactively. Search, sort, summarize and filter to find transactions that match but were outside of the specified rules set up in the system.

Select *Exceptions*. Click on *Exceptions* once more, and you have several options.

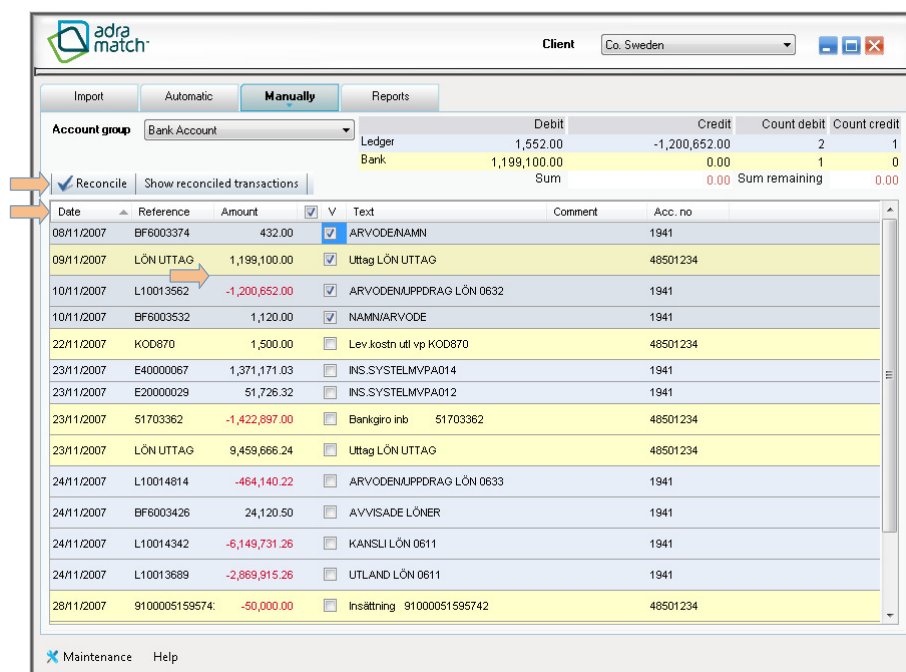
- **Reconcile** – Reconciles the checked transactions if the sum is 0 (or if the deviance is within the allowed limit for the account group)
- **Search** – Search for a transaction among the open/reconciled transactions
- **Reconcile when sum to zero** – Reconciles the transactions, without prompting the user, when you have checked two or more transactions that summarize to zero.
- **Show reconciled transactions** – Shows the reconciled transactions of the selected account group
- **Use high contrast** – Shows the transactions from the Ledger(Left side) and Bank(Right side) in higher contrast colours



Start by clicking on the Amount-column to sort the transactions by the absolute amount, independent of whether it is debit or credit. Look through the open transactions to find two equal amounts, one debit and one credit, from Ledger (left side, blue rows) and Bank (right side, yellow rows). Select these transactions in the V-column, and then click **Reconcile** or press ALT+A to reconcile the transactions.



When you can't find any more transactions with equal amounts, sort the transactions on date by clicking the date column. Try to find, for example, two or more transactions from ledger that match to one transaction in the bank, or vice versa. You are aided by the counter at the top right corner which summarizes the number and value of items checked from each of the Ledger and the Bank and highlights the net difference between them. When the deviance is zero, (Sum remaining 0.00), you are able to click **Reconcile**. Keep doing this until you are out of reconcilable transactions.



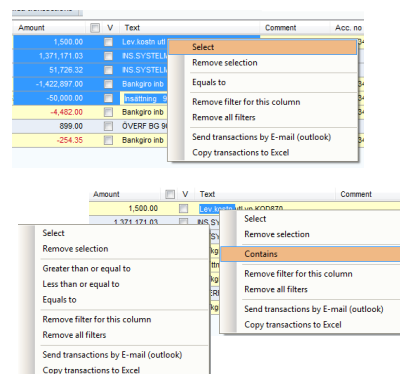
Useful tips

In the *Comment* column you can type whatever you want, for example why a transaction hasn't been reconciled

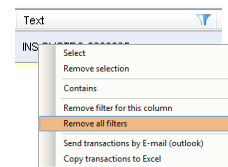
Amount	V	Text	Comment	Acc. no
203,104.00	<input type="checkbox"/>	Bet	Comming April	1940

You can select several transactions by dragging your mouse pointer over several rows. It is important that the V-column is selected. Then right-click and click *Select* or *Remove selection*

Select a word or a number string or a part of a word or number string from one of the text columns, right click and select *Contains* from menu to set filter to what you have selected, or right click on a single cell in a column and select *Equals to*. Date and amount can also be filtered on *Greater than or equal to*, *Less than or equal to* or *Equal to*. It is also possible to apply filters to several columns at the same time



To remove a filter from a single column, click the ‘funnel’ indicator in the column header. Right click and select *Remove all filters* to remove all filters from all columns



Click the checkbox in the column header of the V – column, to select all open or filtered transactions. Unselect clear all selected transactions

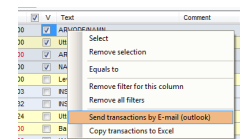
Amount	<input checked="" type="checkbox"/>	V	Text
100.00	<input checked="" type="checkbox"/>		INS.SYSTBG 9099995
-100.00	<input checked="" type="checkbox"/>		Insättning 124000009099995

Ctrl+Z to undo the last manually reconciled transaction

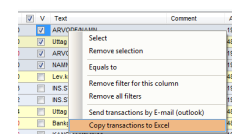
Ctrl+U to jump up to the next checked transaction

Ctrl+D to jump down to the next checked transaction

Right click in the grid and select “Send transactions by E-mail (Outlook)”, to copy checked transactions to Outlook E-mail



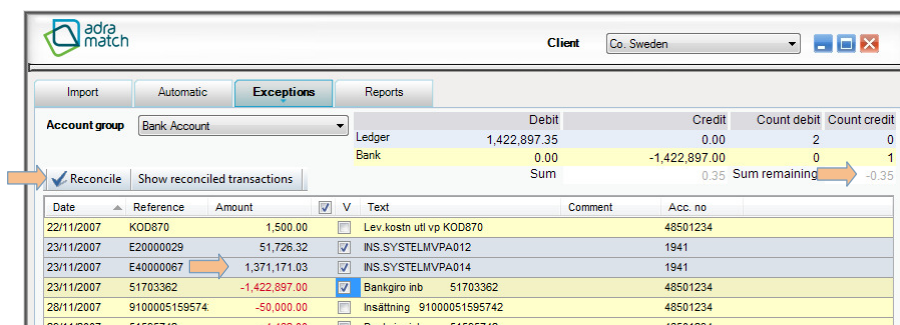
Right click in the grid and select “Copy transactions to Excel”, to copy checked transactions to Excel



Reconcile transactions with deviation

It is possible to reconcile transaction with deviation/difference (Split or Variance) interactively. To reconcile a transaction with deviation/difference you first have to set up “Allowed deviation”, see *Settings for Exceptions*.

Select transactions with deviation. If the deviation/difference is within the “Allowed deviation”, you will be able to click **Reconcile**.



Account group		Debit	Credit	Count debit	Count credit
Ledger		1,422,897.35	0.00	2	0
Bank		0.00	-1,422,897.00	0	1
Sum			0.35	Sum remaining	-0.35

Date	Reference	Amount	V	Text	Comment	Acc. no
22/11/2007	KOD870	1,500.00	<input type="checkbox"/>	Lev.kostn uti vp KOD870		48501234
23/11/2007	E20000029	51,726.32	<input checked="" type="checkbox"/>	INS.SYSTEMLMVA012		1941
23/11/2007	E40000067	1,371,171.03	<input checked="" type="checkbox"/>	INS.SYSTEMLMVA014		1941
23/11/2007	51703362	-1,422,897.00	<input checked="" type="checkbox"/>	Bankgiro inb	51703362	48501234
28/11/2007	9100005159574	-50,000.00	<input type="checkbox"/>	Insättning 91000051595742		48501234
29/11/2007	51595742	-4,482.00	<input type="checkbox"/>	Bankgiro inb	51595742	48501234

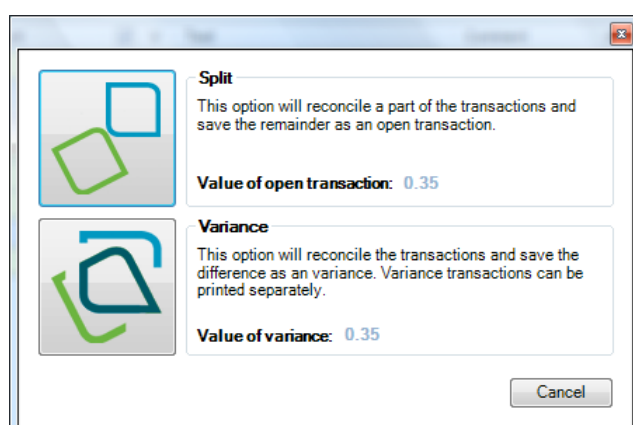
You will now be prompted to select if the deviation/difference Split or Variance.


Split should be used if you like to save the deviation/difference to be reconciled later.

- Saves the text fields and dates from the oldest transaction with the largest amount from the Ledger side. If you reconcile Bank against Bank or Ledger against Ledger, all the text fields, BDate and Date from the oldest transaction with the largest amount will be saved. A reconciliation ID is added on a new row in the text column.

Variance is item you want to correct in your ledger.


- Saves the text fields and date from the oldest transaction with the largest amount from the Ledger side. If you reconcile Bank against Bank or Ledger against Ledger, all the text fields, BDate and Date from the oldest transaction with the largest amount will be saved. The Reference will be copied text column and replaces Reference will be replaced with “Diff: 233 (The number is the unique variance number)” and adds a Reconciliation ID on a new row in the text column. Variance transactions can be printed separately.





Split
This option will reconcile a part of the transactions and save the remainder as an open transaction.

Value of open transaction: 0.35



Variance
This option will reconcile the transactions and save the difference as a variance. Variance transactions can be printed separately.

Value of variance: 0.35

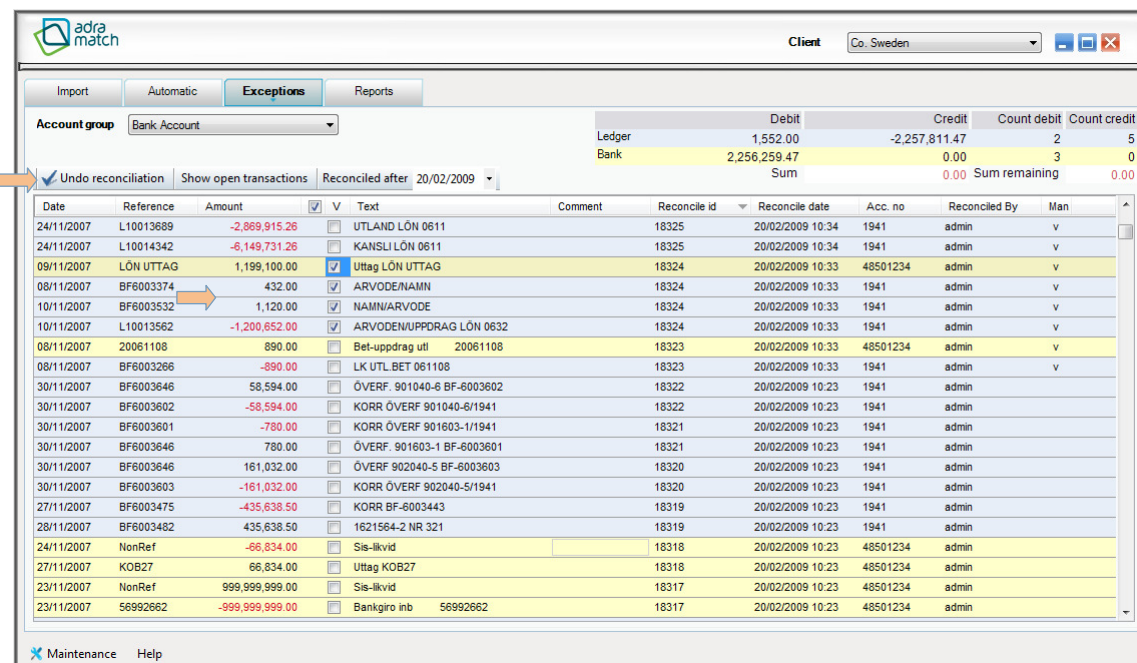
Cancel

23/11/2007	E40000067	0.35	<input type="checkbox"/>	INS.SYSTEMLMVA014	1941
				Reconcile id: 18328	

23/11/2007	Diff: 1296	0.35	<input type="checkbox"/>	INS.SYSTEMLMVA014	1941
				Reference: E40000067	
				Reconcile id: 18328	

Reconciled transaction

Click the "Show reconciled transactions"-button. Here you can undo reconciled transactions, search for a reconciled transaction, or see when and by whom a transaction was reconciled, and if it is manually reconciled or not. You can select to show all transactions "Reconciled after" a specified date, this will also include the transactions reconciled on the selected date. If you want to undo a reconciled transaction, select the check-box on the transaction you want to undo and Adra Match Accounts will automatically check the transaction it is reconciled against. Then click **Undo reconciliation**. Click **Show open transactions** to return to the open transactions.



Client: Co. Sweden

Import Automatic **Exceptions** Reports

Account group: Bank Account

Undo reconciliation Show open transactions Reconciled after 20/02/2009

Date	Reference	Amount	V	Text	Comment	Reconcile id	Reconcile date	Acc. no	Reconciled By	Man
24/11/2007	L10013689	-2,869,915.26		UTLAND LÖN 0611		18325	20/02/2009 10:34	1941	admin	v
24/11/2007	L10014342	-6,149,731.26		KANSLI LÖN 0611		18325	20/02/2009 10:34	1941	admin	v
09/11/2007	LÖN UTTAG	1,199,100.00		Uttag LÖN UTTAG		18324	20/02/2009 10:33	48501234	admin	v
08/11/2007	BF6003374	432.00		ARVODENAMN		18324	20/02/2009 10:33	1941	admin	v
10/11/2007	BF6003532	1,120.00		NAMN/ARVODE		18324	20/02/2009 10:33	1941	admin	v
10/11/2007	L10013562	-1,200,652.00		ARVODEN/UPPDRAG LÖN 0632		18324	20/02/2009 10:33	1941	admin	v
08/11/2007	20061108	890.00		Bet-uppdrag utl 20061108		18323	20/02/2009 10:33	48501234	admin	v
08/11/2007	BF6003266	-890.00		LK UTL BET 061108		18323	20/02/2009 10:33	1941	admin	v
30/11/2007	BF6003646	58,594.00		ÖVERF. 901040-6 BF-6003602		18322	20/02/2009 10:23	1941	admin	
30/11/2007	BF6003602	-58,594.00		KORR ÖVERF 901040-6/1941		18322	20/02/2009 10:23	1941	admin	
30/11/2007	BF6003601	-780.00		KORR ÖVERF 901603-1/1941		18321	20/02/2009 10:23	1941	admin	
30/11/2007	BF6003646	780.00		ÖVERF. 901603-1 BF-6003601		18321	20/02/2009 10:23	1941	admin	
30/11/2007	BF6003646	161,032.00		ÖVERF 902040-5 BF-6003603		18320	20/02/2009 10:23	1941	admin	
30/11/2007	BF6003603	-161,032.00		KORR ÖVERF 902040-5/1941		18320	20/02/2009 10:23	1941	admin	
27/11/2007	BF6003475	-435,638.50		KORR BF-6003443		18319	20/02/2009 10:23	1941	admin	
28/11/2007	BF6003482	435,638.50		1621564-2 NR 321		18319	20/02/2009 10:23	1941	admin	
24/11/2007	NonRef	-66,834.00		Sis-likvid		18318	20/02/2009 10:23	48501234	admin	
27/11/2007	KOB27	66,834.00		Uttag KOB27		18318	20/02/2009 10:23	48501234	admin	
23/11/2007	NonRef	999,999,999.00		Sis-likvid		18317	20/02/2009 10:23	48501234	admin	
23/11/2007	56992662	-999,999,999.00		Bankgiro inb 56992662		18317	20/02/2009 10:23	48501234	admin	

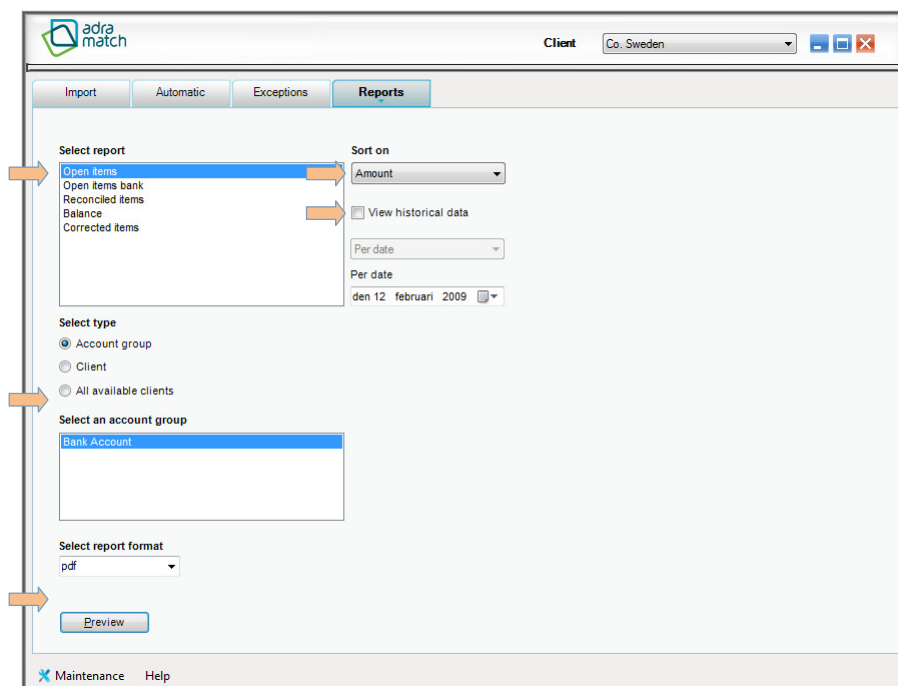
Maintenance Help

Reports

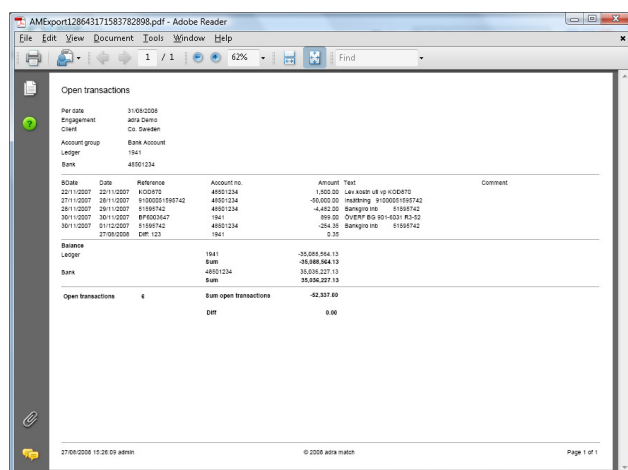
This is where you produce and print reports for one or more account groups and clients.

Click on the tab *Reports*

Select report type, sorting and the account group(s) or client you wish to print. You can also select a date to be printed on the report. Select *Client* to get report on all account groups on the client, or *All available clients* for a report on all available clients and account groups. If you check the *View historical data* check box, to produce a report on 'Per date', 'Date' or 'BDate'. Select type of preview on the dropdown 'Select report format'. Then click **Preview**.



The report can be previewed in three formats PDF, RTF and XLS.



Date	Reference	Amount	Text	Comment
2011-02-01	2011-02-01	1.000,00	LAV KASH LA 10 1026070	
27-11-2007	2011-02-01	-10.000,00	Maatring 9100001000742	
2011-02-01	2011-02-01	-4.400,00	Bankgräns 91000742	
2011-02-01	2011-02-01	899,00	Överför 89 901-0201 R3-02	
2011-02-01	2011-02-01	-204,00	Bankgräns 91000742	
27-09-2008	DMF 123	1941		
Balance				
Lager	1941	-35.089.864,13		
Bank	48001234	35.089.864,13		
Open transactions	4	Sum open transactions	-42.537,69	
	DMF		0,00	

View historical date

A historical report can only be created as an 'Open items', 'Open items Bank' or 'Balance' report. The balance is also shown in the 'Open items' and 'Open items Bank' reports.

- **Per date** – Produces a report with all the transactions that was imported, and not reconciled up till the selected '*Per date*' – date
- **Date** – Produces a report with all the transactions not reconciled on the selected *Date* – date
- **BDate** – Produces a report with all the transactions not reconciled on the selected *BDate* – date

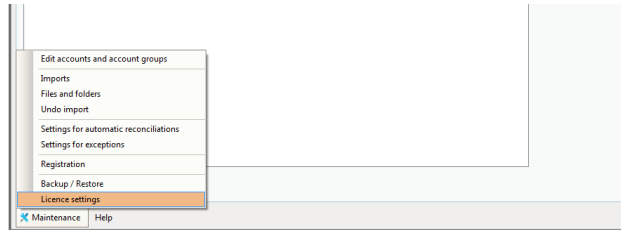
Reports and content

- **Open items** – Gives you the open transactions list within an account group or client or for all clients, together with the balance of each account and the number of open transactions. This list can be sorted on several different columns including date, amount and text and reference. Username, timestamp and date are also included
- **Open items bank** – This report is only accessible if the right account type is ledger and the left is bank, or vice versa. The report is split on debit and credit bank/ledger and gives you the sum of these
- **Reconciled items** – Reconciled transactions after your chosen date. The number of transactions, timestamp, creation date and username are also displayed
- **Balance** – The balance and the sum of the open transactions for all available account groups. A timestamp and username are also displayed
- **Corrected items** – A report of all the transactions reconciled with a deviance, giving you the deviances, the total amount, and the number of transactions reconciled with a deviance. A timestamp and username are also displayed

License settings

This is where you manage your users and clients.

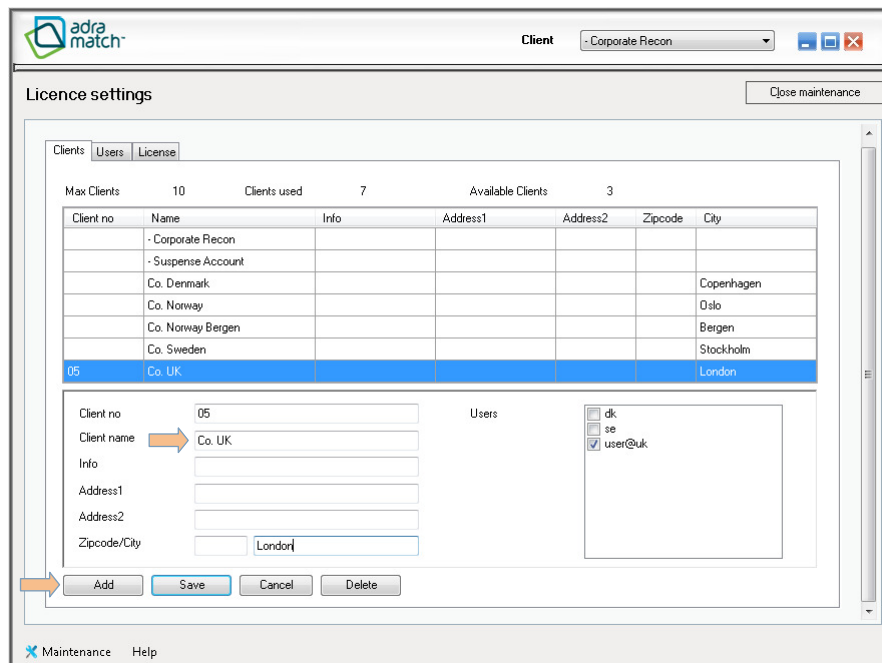
Select **Maintenance** → **License settings**.



Add or edit a client

Click **Add**. Client name is mandatory. Address and Zip/Post-Code is optional. Add client number if you have one. The client number is used to find the right client, when importing to more than one client. Select users. Users can be added later. Click **Save**.

Select a client to edit. Edit client and click **Save**.



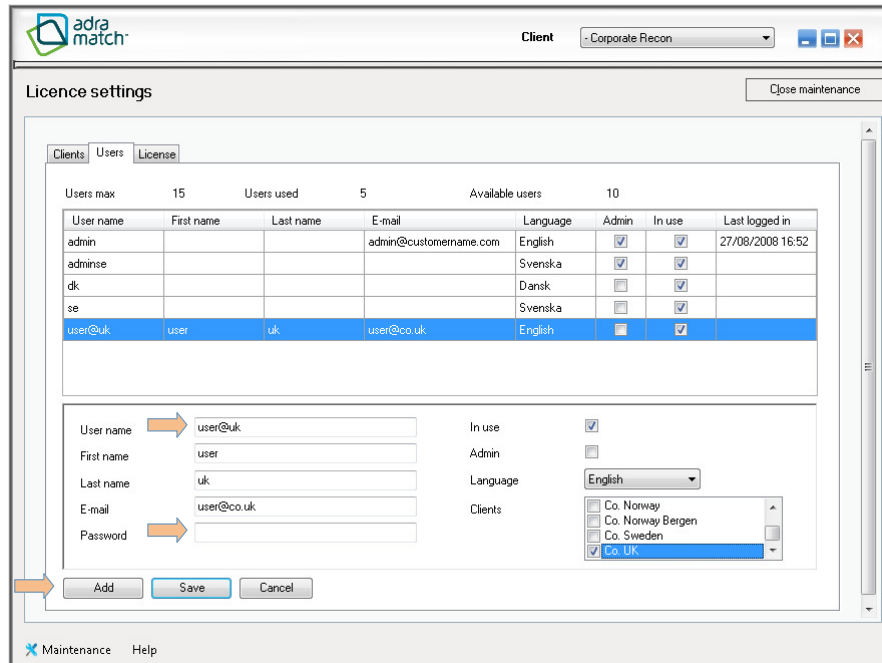
The screenshot shows the 'Licence settings' window in the Adra Match Accounts software. The window has a title bar with the Adra Match logo and a 'Client' dropdown set to '- Corporate Recon'. Below the title bar is a 'Close maintenance' button. The main area has three tabs: 'Clients', 'Users', and 'License'. The 'Clients' tab is active, showing a table with columns: Client no, Name, Info, Address1, Address2, Zipcode, and City. The table lists several clients, with '05 Co. UK' selected. Below the table, there are input fields for 'Client no' (05), 'Client name' (Co. UK), 'Info', 'Address1', 'Address2', and 'Zipcode/City' (London). To the right of these fields is a 'Users' section with a list of users: 'dk', 'se', and 'user@uk', with 'user@uk' selected. At the bottom of the window are buttons for 'Add', 'Save', 'Cancel', and 'Delete'. The 'Save' button is highlighted with an orange arrow. The bottom status bar shows 'Maintenance' and 'Help'.

Client no	Name	Info	Address1	Address2	Zipcode	City
-	Corporate Recon					
-	Suspense Account					
	Co. Denmark					Copenhagen
	Co. Norway					Oslo
	Co. Norway Bergen					Bergen
	Co. Sweden					Stockholm
05	Co. UK					London

Add or edit users

Click **Add**. Select an appropriate user name and password, and fill out first name, last name and e-mail address and select language. Select whether or not the user is an Administrator (Admin), or if the user only should be able to access one or more clients. Then click **Save**.

Select a user to edit. Edit user and click **Save**.



Client: Corporate Recon

Close maintenance

Users max: 15, Users used: 5, Available users: 10

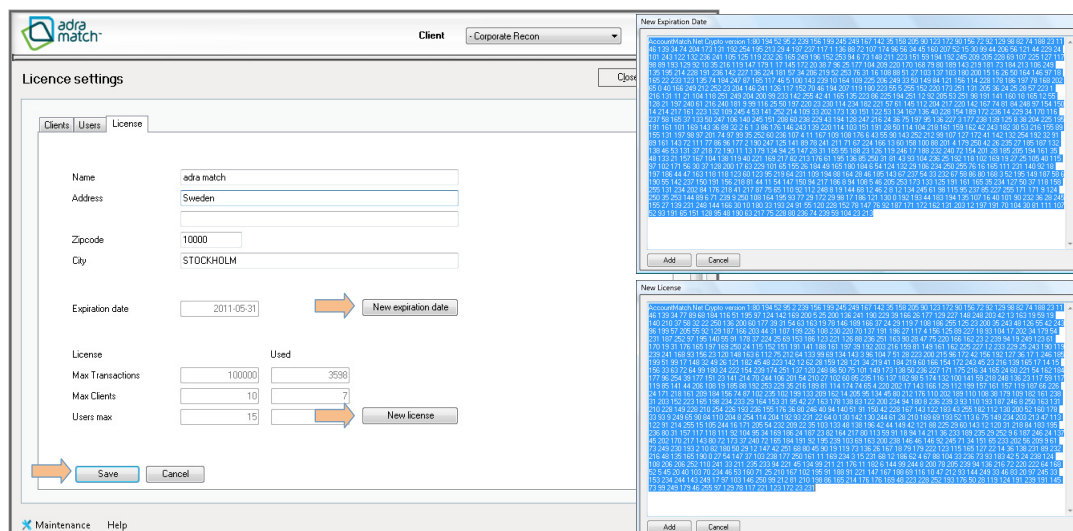
User name	First name	Last name	E-mail	Language	Admin	In use	Last logged in
admin			admin@customname.com	English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	27/08/2008 16:52
adminse				Svenska	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
dk				Dansk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
se				Svenska	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
user@co.uk	user	uk	user@co.uk	English	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

User name: user@co.uk, First name: user, Last name: uk, E-mail: user@co.uk, Password: [empty], In use: ☒, Admin: ☐, Language: English

Buttons: Add, Save, Cancel

Add or change Licence

Fill out the address information. If you have new "expiration date" and "licence". Click **New expiration date**, delete the old "expiration date", and paste the new expiration date into the window. Click **Add**. Click **New licence**, delete the old "licence", and paste the new into the window. Click **Add**. Be sure that have the right expiration date and right number of transaction, clients and users. Click **Save**.



Client: Corporate Recon

Close

Name: adra match, Address: Sweden, Zipcode: 10000, City: STOCKHOLM

Expiration date: 2011-05-31, New expiration date button

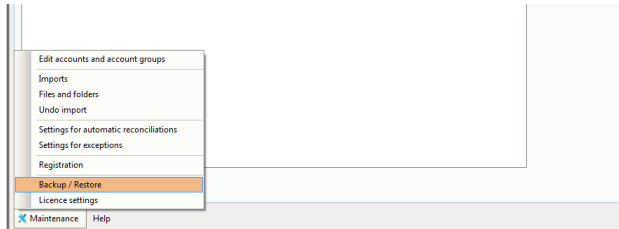
License: [empty], Used: 3598, New license button

Buttons: Save, Cancel

Backup and restore

If your SQL-server isn't set up to do backups automatically, you can do a backup manually. If you encounter problems with the program, Adra Match support can ask you to do a backup and send it to them.

Select **Maintenance -> Backup / Restore**.



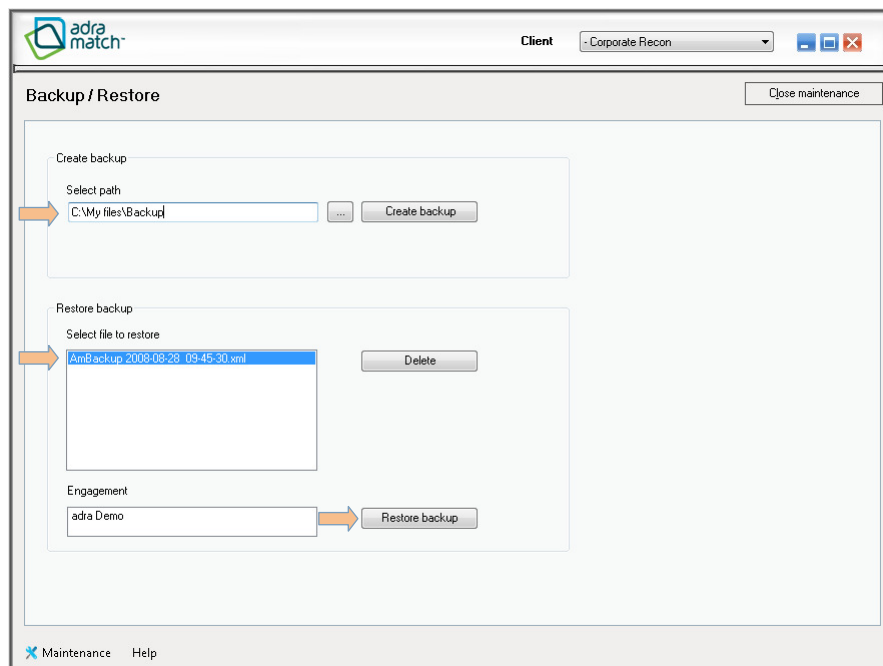
Create backup

Select **path** to backup folder. Click **Create backup**.

Restore backup

Select **path** to backup folder, if not all ready selected. Select **file to restore**, click **Restore backup**.

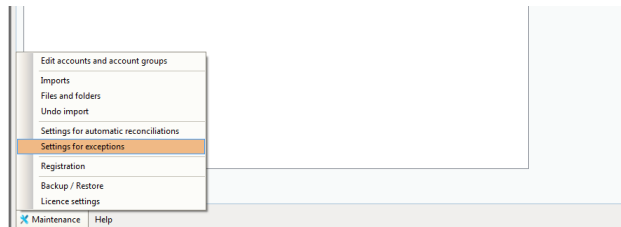
Backups will always be saved with the name "AmBackup YYYY-MM-DD HH-MM-SS.xml". If Adra Match support asks you to send them a backup, go to the backup folder, right click on the backup file and select **Send To -> Compressed (zipped) Folder**. Send the ZIP – file you created to Adra Match support.



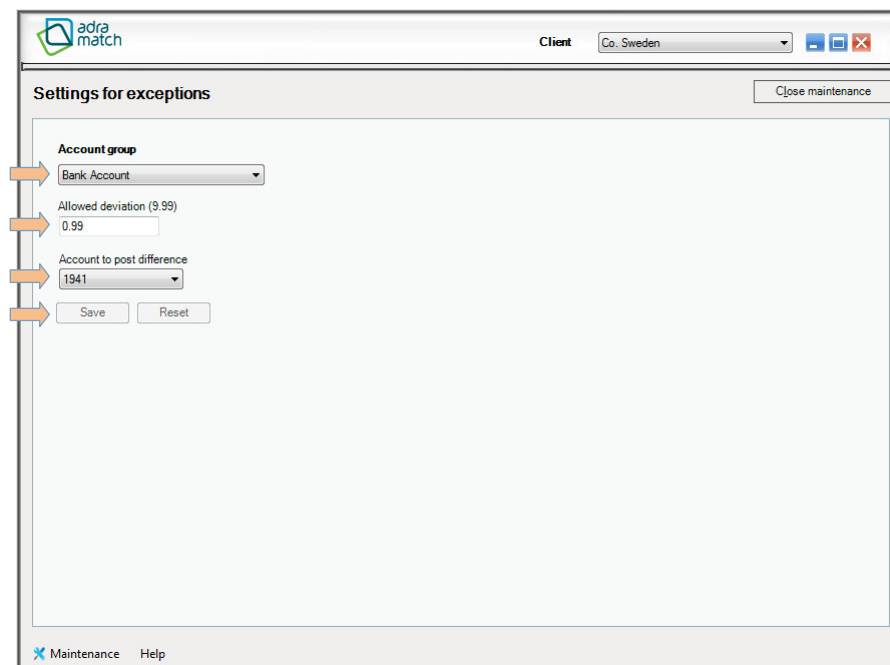
Settings for exceptions

Set the allowed deviance for interactive/manual reconciling. When reconciling with a deviation, a balancing transaction with the deviation amount will be saved as an open transaction in Adra Match Accounts. Correct this transaction in your ledger and when the adjustment is imported into Adra Match Accounts it will clear the open deviance amount thus returning to a reconciled position.

Select **Maintenance** -> **Settings for exceptions**



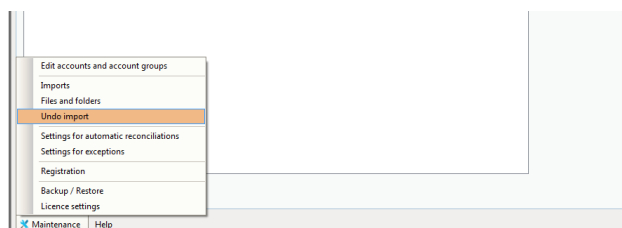
Select *Account group*, *Allowed deviation* and the *Account to post the difference* on. Click **Save**.



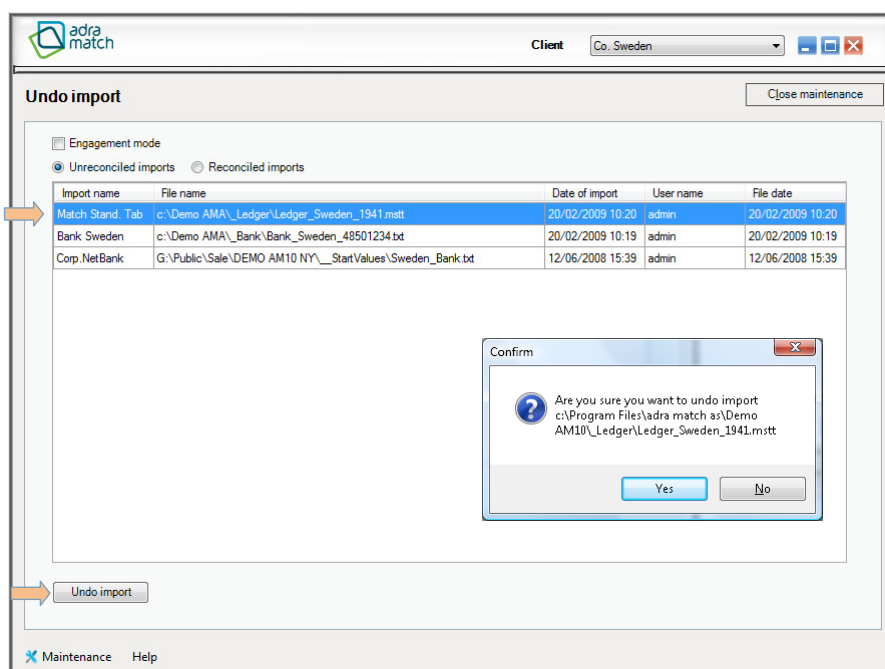
Undo import

Imported files with reconciled transactions will not appear in the list. To undo the import of a file with reconciled transactions, you first have to undo the reconciliation of those transactions, and then undo the import of the file. Users can only undo files imported at client level, and only for those clients they have access to.

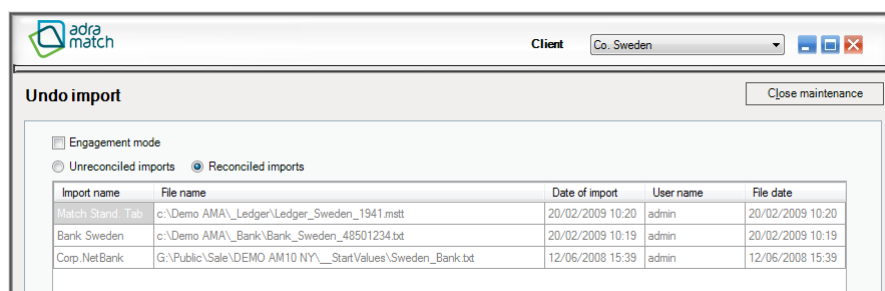
Select **Maintenance -> Undo import**.



Select the file or files you wish to undo. If you logged in as admin, select *Engagement mode* to see files imported to all clients. Click **Undo import**. Click **Yes** to confirm.



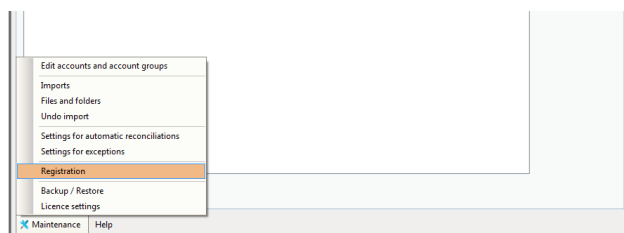
Select *Reconciled imports* to view imported files that have been reconciled. These files cannot be undone until all the reconciled transactions have been undone.



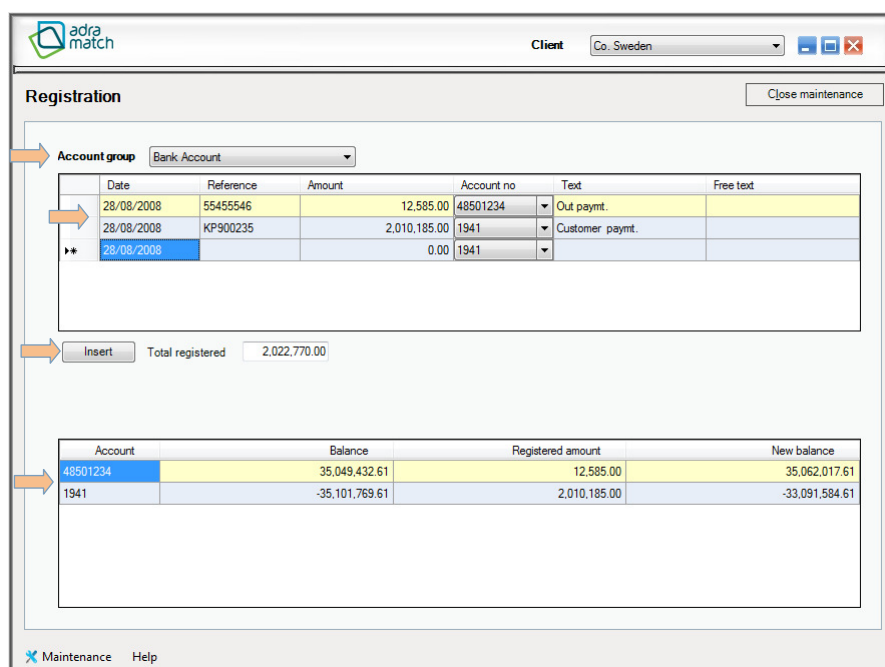
Manual registration

Manual registration is used to manually add transactions to an account.

Select **Maintenance -> Registration**



Select Account group. Register the transactions in the top window. In the window below the effect of the registered transactions is shown. Do not forget to select the correct account. When you are finished with your registration, click **Insert** to add the transactions to the reconciliation.



Client: Co. Sweden

Registration

Account group: Bank Account

Date	Reference	Amount	Account no	Text	Free text
28/08/2008	55455546	12.585,00	48501234	Out paymt.	
28/08/2008	KP900235	2.010,185,00	1941	Customer paymt.	
28/08/2008		0,00	1941		

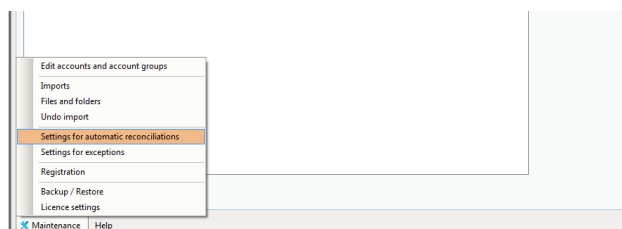
Insert Total registered: 2.022.770,00

Account	Balance	Registered amount	New balance
48501234	35.049.432,61	12.585,00	35.062.017,61
1941	-35.101.769,61	2.010.185,00	-33.091.584,61

Settings for automatic reconciliation

This is where you manage your settings/rules for automatic reconciliation. You can add settings to reconcile one to one, many to one, many to many, or within an account. You reconcile texts, amounts and dates.

Click *Automatic*. Click **Settings -> Settings for automatic reconciliation**



“Reconcile general” Reconciliation rules

Settings

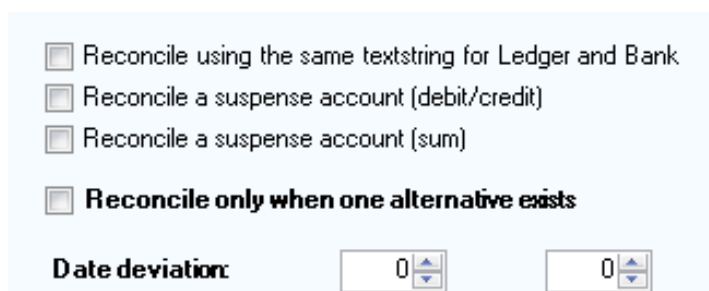
Reconcile using the same text string for Ledger and Bank – Only reconciles if the information in the bank and ledgers text string are the same. For example if the text “OCR” is in both sides’ text strings.

Reconciliation within an account (debit/credit) – Reconciles one debit transaction against one credit transaction within one account. The transactions must be within the allowed *Date deviation*. The account must be set to *Interim*.

Reconcile a suspense account (sum) – Reconciles one or more transactions within the same account with the same text string. The setting indexes on one column and tries to find a match within the same account with the same text string, which it then sums up to test to see if the sum is zero. The transactions that are summed up must be within the set date deviation. For this to work the account must be set to *Interim*.

Reconcile when only one alternative exists –Reconciles under the condition that only one alternative exists within the allowed date deviation, you just need to create a new setting, give it a Name, select “Reconcile when only one alternative exists”, set a date deviation and click Save.

Date deviation – This is the deviation between transactions on the left and right side (often the bank and ledger accounts.). The deviation can be set to reconcile transactions booked before or after the transaction you are reconciling.



☐ Reconcile using the same textstring for Ledger and Bank
☐ Reconcile a suspense account (debit/credit)
☐ Reconcile a suspense account (sum)
☐ **Reconcile only when one alternative exists**

Date deviation:

Many items from

Select if you want to reconcile One to Many, Many to One or Many to Many. If the transactions in the bundle you want to reconcile are booked on different days, you have to set a **Date deviation within the bundle**.

Many items from Ledger <input type="checkbox"/> Date deviation within bundle: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	Many items from Bank <input checked="" type="checkbox"/> Date deviation within bundle: <input type="text"/> From: <input type="text"/> To: <input type="text"/>
---	--

If you know that just a known number of the transactions found on the “Many”-side in a One to Many, Many to One or Many to Many reconciliation rule matches the other side. For example 3 out of 5 transactions on the same day on the Ledger-side, match a single transaction on the Bank-side. Select *Bundle combinations* on the Ledger-side and set the value to 3 in *Items returned*. Adra Match Accounts will now try to find all unique combinations of 3 out of the 5 transactions in the bundle and try to match the single transaction on the Bank-side.

Bundle combination: <input checked="" type="checkbox"/> Items returned: <input type="text" value="3"/>	Bundle combination: <input type="checkbox"/> Items returned: <input type="text" value="0"/>
---	--

Indexing

You can select two different index types. **Default** creates the index by splitting the text **on space** or **on other**. You can also select which **Field** you want to create an index from, and if the “word/string” is only numbers, and length of the “word/string”. “0” as Length will Index “words/strings” of all lengths. **RegEx** creates an index item from the Value of a Named Value that is defined in the regular expression. You can find more information on Regular Expressions from the internet.

Indexing Index type <input type="text" value="Default"/> Split on space <input checked="" type="checkbox"/> Split on other <input type="checkbox"/> Field <input type="text" value="Text"/> Only numbers <input type="checkbox"/> Length <input type="text" value="0"/>	Indexing Index type <input type="text" value="RegEx"/> Field <input type="text" value="Text"/> RegEx <input type="text" value="{\d{8}}"/>
--	--

Examples

Default indexing

On the image below you can see four transactions, three from ACCOUNTPAY and one from ACCOUNTREC. The three transactions on ACCOUNTPAY have the same amount as the single transaction on ACCOUNTREC. The smallest +/- date deviance between ACCOUNTPAY and ACCOUNTREC is +23 days (5,215.00 and -431.00), and the largest deviance within the ACCOUNTPAY bundle is +88 days (5,215.00 and -4,665.00).

11/28/2007	6905250000	-119.00	<input checked="" type="checkbox"/>	1181959	ACCOUNTPAY
10/7/2007	6905250000	5,215.00	<input checked="" type="checkbox"/>	1181959	ACCOUNTPAY
1/3/2008	6905250000	-4,665.00	<input checked="" type="checkbox"/>	1181959	ACCOUNTPAY
10/30/2007	6905250000	-431.00	<input checked="" type="checkbox"/>	1181959	ACCOUNTREC

Below you can see the reconciliation rules with Indexing **Default** to the left, and Indexing **RegEx** to the right.

Settings for automatic reconciliations

Close maintenance

Account group

Accounts Payable - Receivable

Reconciliation type

Reconcile general

Name

Many to one

☒ Reconcile using the same textsting for Accounts Pay. and Accounts Rec.
 ☐ Reconcile a suspense account (debt/credit)
 ☐ Reconcile a suspense account (sum)
 ☐ Reconcile only when one alternative exists

Date deviation:

-23

0

Many items from Accounts Pay.

☒

Date deviation within bundle:

From:

To:

0

88

Many items from Accounts Rec.

☒

Date deviation within bundle:

From:

To:

0

0

Indexing

Index type

Default

Split on space

☒

Split on other

☐

Field

Text

Only numbers

☐

Length

0

Indexing

Index type

Default

Split on space

☒

Split on other

☐

Field

Text

Only numbers

☐

Length

0

Cancel

Save

Settings for automatic reconciliations

Close maintenance

Account group

Accounts Payable - Receivable

Reconciliation type

Reconcile general

Name

Many to one, RegEx

☒ Reconcile using the same textsting for Accounts Pay. and Accounts Rec.
 ☐ Reconcile a suspense account (debt/credit)
 ☐ Reconcile a suspense account (sum)
 ☐ Reconcile only when one alternative exists

Date deviation:

-23

0

Many items from Accounts Pay.

☒

Date deviation within bundle:

From:

To:

0

88

Many items from Accounts Rec.

☒

Date deviation within bundle:

From:

To:

0

0

Indexing

Index type

RegEx

Field

Text

RegEx

(\d{7})

Indexing

Index type

RegEx

Field

Text

RegEx

(\d{7})

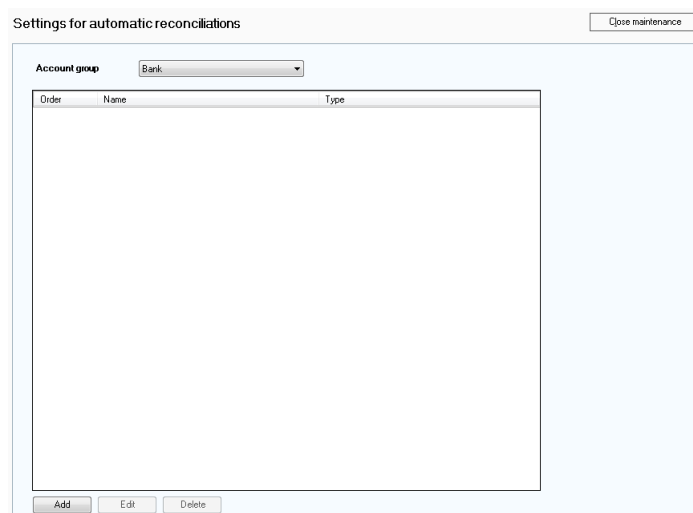
Cancel

Save

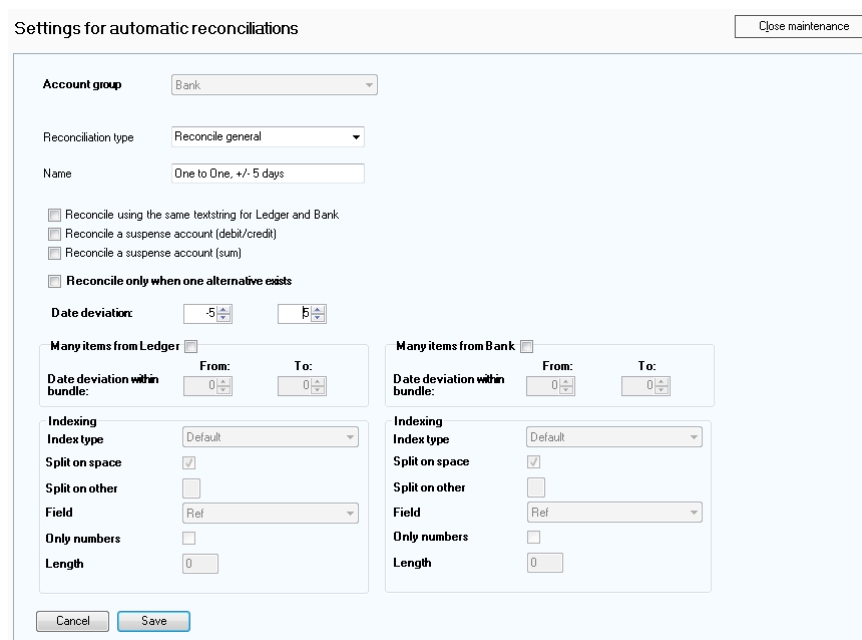
Create a One to One reconciliation

It is easy to create a reconciliation rule that reconciles one transaction from the left side, often the ledger account, against one transaction from the right side, often the bank account, within a date deviation.

Start by selecting the “Settings for automatic reconciliation” from Maintenance. Select the **Account group** you want to add the reconciliation rule to. Click **Add**.



Give the reconciliation rule a clearly descriptive name. Then select the date deviation. In this case we want to reconcile transactions against one another, with the same amount, that deviates +/- 5 days. Set the **Date deviation** to -5 and 5. Click **Save**



You can also create a One to One reconciliation rule that checks if a text string, or a part of text string is alike on the two transactions. In the example below the transactions we are about to match if from the same account, one debit and one credit. The date and reference number is the same.

8/31/2007	105306LB	366.00	<input checked="" type="checkbox"/>	Text	1020
8/31/2007	105306LB	-366.00	<input checked="" type="checkbox"/>	Text	1020

Below you see how the rule should set up. You can of curs RegEx Indexing here to. The Regular Expression could look like this “(\d{6}\w{2})”.

Settings for automatic reconciliations

Close maintenance

Account group

Suspense Account 1020

Reconciliation type

Reconcile general

Name

One to One, Ref

☒ Reconcile using the same textstring for Non and Suspense Account

☒ Reconcile a suspense account (debit/credit)

☐ Reconcile a suspense account (sum)

☐ Reconcile only when one alternative exists

Date deviation:

0

0

Many items from Credit

From:

To:

Date deviation within bundle:

0

0

Indexing

Index type

Default

Split on space

☒

Split on other

☐

Field

Ref

Only numbers

☐

Length

0

Many items from Debit

From:

To:

Date deviation within bundle:

0

0

Indexing

Index type

Default

Split on space

☒

Split on other

☐

Field

Ref

Only numbers

☐

Length

0

Cancel

Save

Create a 'One to Many' or 'Many to One' reconciliation rule

On the picture below you can see two payments on the bank account 48501234, which combine to the same amount as the single ledger booking on account 1941. The payments on the bank are booked on the same date and 3 days later than the ledger booking. The text is the same on the payments from the bank.

1/10/2007	BF6003287	4,917.00	<input checked="" type="checkbox"/>	5170-3361	1941
1/13/2007	51703361	-3,387.00	<input checked="" type="checkbox"/>	Ocr inb 51703361	48501234
1/13/2007	51703361	-1,530.00	<input checked="" type="checkbox"/>	Ocr inb 51703361	48501234

Now we are going to set up a reconciliation rule for the example above. Create a new reconciliation rule. Give the reconciliation rule a descriptive name. We know from the example above that it is 3 days between the ledger booking and the two payments from the bank. Set Date deviation to 3 in the right-side box. We also know that we have more than one transaction from the bank and that they are booked on the same date. Select **Many items from bank**. Because the bank transactions are on the same day, you do not have to set any **Date deviation within bundle**. In Indexing you just select Text Field. Click **Save**.

Settings for automatic reconciliations
Close maintenance

Account group
Bank

Reconciliation type
Reconcile general

Name
One to Many, + 3 days

☐ Reconcile using the same textstring for Ledger and Bank
☐ Reconcile a suspense account (debit/credit)
☐ Reconcile a suspense account (sum)
☐ Reconcile only when one alternative exists

Date deviation:
0
3

Many items from Ledger
☐

Date deviation within bundle:
From:
0
To:
0

Indexing
Index type
Default
Split on space
☒
Split on other
☐
Field
Ref
Only numbers
☐
Length
0

Many items from Bank
☒

Date deviation within bundle:
From:
0
To:
0

Indexing
Index type
Default
Split on space
☒
Split on other
☐
Field
Text
Only numbers
☐
Length
0

Cancel
Save

Set the order of automatic reconciliation rules

Click on the dropdown in the Order column to select the priority order of the reconciliation rules. It is good practice to start with the tightest rules e.g. *One to One* match with a short date deviance before *One to Many* or many to one rules are processed.

Settings for automatic reconciliations Close maintenance

Account group Bank

Order	Name	Type
1	One to One, +/- 5 days	Reconcile general
2	One to Many, + 3 days	Reconcile general

Settings for automatic reconciliations Close maintenance

Account group Bank

Order	Name	Type
1	One to Many, + 3 days	Reconcile general
2	One to One, +/- 5 days	Reconcile general